

City of Chattanooga, TN
Personnel Class Specification

Class code 0301

FLSA: Exempt

CLASSIFICATION TITLE: DEPUTY ADMINISTRATOR, PARKS AND RECREATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Administrator in managing the Parks and Recreation Department and to directly supervise the operations of each department division including Administration, Parks Maintenance, Recreation, Civic Facilities and Golf Courses.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Through subordinate managers and staff, oversees the daily operations of each division of the department including Administration, Parks Maintenance, Recreation, Civic Facilities and Golf Courses.

Prepares and administers the department's work program; directs work activity of department employees; reviews progress and status of work and inspects completed work; assists in developing department policies, procedures and annual goals and objectives.

Assists in the preparation of the department's annual operating budget request; oversees the implementation of the approved budget.

Directs and administers management training and staff development; administers the department's affirmative action program; reviews and approves hiring, firing and disciplinary action decisions affecting department staff.

Conducts management staff meetings and coordinates follow-up of administrative activities, policy issues, problem resolution, coordination of work functions and assignments among department divisions.

Directs the development of department reports; assists in conducting policy research on new proposals, programs and activities; prepares management reports and related recommendations.

Serves as board officer of Chattanooga Sports and Events Committee.

Prepares press releases; interacts with the news media; reviews and approves promotional publicity and literature regarding department services, programs and events.

Performs various duties in the absence of the Administrator, including but not limited to, authorizing departmental expenditures, approving personnel administration actions, directing policy and administrative activities of the Administrator, making presentations to the Mayor and Council.

Confers with the Administrator, Mayor and Council, citizens, patrons, county government, state agencies, planning agencies, professional associations, community groups, civic leaders, and others in performing job duties.

Prepares management and project reports, correspondence, memos, financial reports, grant applications, performance appraisals, budgets, and others.

Reviews and approves various records including vehicle accident reports, plans and facility drawings, monthly activity reports, expense reports, safety reports, committee minutes, budget status reports, personnel action forms, and others.

Provides technical assistance to Mayor and Council, other departments, county government and others on natural resources, leisure and recreational services, parks and recreation management.

Assists in developing capital improvement program; directs facility development and maintenance program; administers the city's greenway program.

Identifies potential funding from grants; prepares grant applications; monitors performance of grant-funded programs.

Meets with citizens and others regarding inquiries, complaints, or problems; oversees the resolution of issues and problems with department staff.

Assists in reviewing ordinances, laws, and regulations for impact on department operations; attends legislative committee meetings and hearings; monitors status of legislative bills.

Refers to ordinances, laws, policies and procedures, maps, diagrams, blueprints, photographs, budgets, agendas, reports, forms, lists, periodicals, and other materials and documents in performing job duties.

Attends public functions; makes speeches and presentations; represents the department at workshops and conferences.

Attends conferences and seminars to maintain knowledge of laws, policies, and practices relating to parks and recreation.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Parks and Recreation Administration or Physical Education, with Master's level course work in the field; Master's degree strongly preferred; supplemented by three (3) to five (5) years previous experience and/or training that includes supervisory experience over a division of a parks and recreation department in local government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Professional certification with the Tennessee Recreation and Park Association is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.